
Subject: Nutrition Education – Use of Trigger Topic

Effective Date: May 25, 2018

Policy: In the KWIC system two of the Nutrition Education Topics in the dropdown list serve a dual purpose of documenting the completion of required secondary nutrition education and enabling the issuance of food benefits beyond three months. (Secondary nutrition education is that which is conducted outside of a certification or mid-certification.)

The two Trigger Topics found on the KWIC Nutrition Education Topic screen are titled:

- #1 Secondary Nut. Ed. For PG, PP, or before Midcert for I, BF, C
- #2 Secondary Nut. Ed. After Midcert for I, BF, C

Upon completion of a client's required secondary nutrition education, high risk (RD) or low risk (NE+, Nei, Class), staff should use the KWIC Nutrition Education Topic screen to select and move the appropriate Trigger Topic from the two choices above. The appropriate Trigger Topic is determined by the client's category – pregnant, child, etc. Staff should also document the title or description of the nutrition education provided, using one of the KWIC Nutrition Education screens.

Once a Trigger Topic is "moved over" in the client's KWIC record, completion of required secondary nutrition education is documented and the issuance of food benefits beyond three months is "triggered."

Reference: CFR §246.11

Procedure:

1. As a result of documenting one of the Trigger Topics in a client's record, all of the months until the client's mid-certification (midcert) or recertification (recert) become available for issuing food benefits. This is why these two nutrition education topics are called "Trigger Topics." This does not necessarily mean that it is appropriate to issue all of those months of benefits at that time. If staff determine that an infant, for example, should come back in one month, it would be appropriate to issue only one month's food benefits.
2. The one exception to this is pregnant women. The Trigger Topic does not extend the available benefits beyond 3 months for a pregnant woman, because clinics are encouraged to provide additional education to pregnant women. However, if a pregnant woman's educational requirements have been met and clinical judgement indicates there is no need to bring the client back for more education, more benefits may be issued remotely.
3. Trigger Topic #1: *Secondary Nut. Ed for PG, PP, or before Midcert for I, BF, C* – Moving this topic "triggers" KWIC to allow staff to issue benefits for that client to the family's Electronic Benefit Account (EBA) until:
 - Approximate time for the mid-certification for I, BF, and Children (Rule: Six months prior to Eligibility End Date)
 - Through the rest of the certification period for PP

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4. Trigger Topic #2: *Secondary Nut. Ed. After Midcert for I, BF, C* – Moving this topic “triggers” KWIC to allow staff to issue benefits for that client to the family’s Electronic Benefit Account (EBA) until:
 - Through the rest of the certification period for I, BF, and Children
5. In the case where a client comes in for more than one secondary nutrition education appointment between their certification and midcertification or between their midcert and recert, KWIC is designed so that you would just move the Trigger Topic once when the required secondary nutrition education is completed. For example, if you brought an infant in multiple times between certification and midcertification because of breastfeeding issues, you might schedule those all as secondary nutrition education, but only move the topic “*Secondary Nut Ed for PG, PP, or before Midcert for I, BF, C*” after the first secondary nutrition education was completed. However, staff should document the title or description of the nutrition education provided every time, using one of the KWIC Nutrition Education screens.
6. If a client fails to show for a midcertification multiple times so it was never completed (as allowed in [CRT 03.04.00](#)) and then the client comes in for secondary nutrition education about 9 months into the certification period, select #2 *Secondary Nut. Ed after Midcert for I, BF, C*.